



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Superintendents and Principals

**FROM:** Cathy Danyluk, Chief State Attendance Officer  
Phyllis Lewis, Coordinator, School Health Services

**DATE:** November 24, 2010

**SUBJECT:** Report of Absenteeism In Excess of 20% (Illnesses/Symptoms and Health Syndromes)

This memorandum is a reminder to report to the Indiana Department of Education's Chief State Attendance Officer and to your local health department absences greater than 20% (511 IAC 1-2-2). The reporting requirement is by individual school, not corporation.

Do not report absences greater than 20% on days immediately before or after a school vacation day or a scheduled instructional day that is canceled due to a weather-related emergency.

The Department of Health will determine if the school should be closed based on information provided by the school nurse and school administration.

Reports should be faxed or emailed to Cathy Danyluk, Chief State Attendance Officer at (317) 232-9121 or [cdanyluk@doe.in.gov](mailto:cdanyluk@doe.in.gov).

For additional information, contact Cathy Danyluk (317-232-9150 or [cdanyluk@doe.in.gov](mailto:cdanyluk@doe.in.gov)) or Phyllis Lewis (317-232-9142 or [plewis@doe.in.gov](mailto:plewis@doe.in.gov)).